



**Fall 2017 On-Campus Interview (OCI) Program  
Employer Registration Form  
Deadline: Friday, June 16, 2017  
Submit to: [careerservices@tmslaw.tsu.edu](mailto:careerservices@tmslaw.tsu.edu)**

Thank you for your interest in participating in the Fall 2017 On-Campus Interview (OCI) Program hosted by the Career Services Office (CSO) at Texas Southern University, Thurgood Marshall School of Law. If you have any questions, please do not hesitate to contact the Assistant Director of Career Services at [accscott@tmslaw.tsu.edu](mailto:accscott@tmslaw.tsu.edu) or 713-313-1039.

For your convenience, we have provided an Employer Registration Form. Please complete it, save it to your computer, and submit to the Career Services Office at [careerservices@tmslaw.tsu.edu](mailto:careerservices@tmslaw.tsu.edu). For employers who are familiar with [Simplicity](#), after you submit your Registration Form, you may log in and view or edit your OCI schedule using the contact e-mail address provided below.

Please note that due to space constraints, we encourage you to register early so that we may plan accordingly for the number of employers on campus each day.

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**Section I: Employer Information**

Employer Name

Employer Address (Include city, state & zip code)

Contact Name

Contact E-mail Address

Contact Phone Number

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## Section II: Employer Participation Details

Method of Participation (may select more than one)

*Note: If you choose to conduct a resume collect, you will receive all applications on Friday, September 15, 2017. If you would like to arrange a different deadline, please contact the CSO.*

On-Campus Interview      Resume Collect

Interviewing for Multiple Offices

Yes      No

Please list all offices interviewing, separated by commas (If only interviewing for one office location, please list it here (e.g., Houston))

Preferred Interview Date(s)

Wednesday, August 16, 2017	Friday, August 18, 2017
Tuesday, August 22, 2017	Wednesday, August 23, 2017
Friday, August 25, 2017	Tuesday, August 29, 2017
Wednesday, August 30, 2017	Friday, September 1, 2017
Tuesday, September 5, 2017	Wednesday, September 6, 2017
Friday, September 8, 2017	Tuesday, September 12, 2017
Wednesday, September 13, 2017	Friday, September 15, 2017

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## Section III: On Campus Interview Details

If you only plan to conduct a Resume Collect, please skip to Section IV.

Preferred Time Span (Choose 1)

Morning: 8am-12pm      Afternoon: 1pm-5pm      Full Day: 8am-5pm

Interview Length

20 minutes      30 minutes      45 minutes

Number of Interviewers (May be provide closer to the interview date)

Interviewer Name(s) & Title(s) (May be provide closer to the interview date)

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## **Section IV: Position Details**

Job Title

Position Description

Compensation Type

Salary

Hourly/Weekly/Monthly

Unpaid

Stipend

Academic Credit Available

Compensation Details (Optional)

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## **Section V: Applicant Information**

Class Years to Interview

Rising 2L (c/o 2019)

Rising 3L (c/o 2018)

Graduate/Alumni

Requested Documents (in addition to the resume)

Cover Letter

Unofficial Transcript

Writing Sample

Separate Application

Other

Hiring Criteria (this information is shown to students (i.e. required GPA)).

Additional Requests